



Occupational Information Network

# **O\*NET - The Occupational Network**

## **Missouri Governor's Conference On Workforce Development**

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October 6, 2004

Presented by **Dr. Janet Wall**



Maher & Maher



## Objectives of the Workshop

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- Review content and utility of O\*NET
- Provide an overview of supporting tools
- Describe supporting resources
- Perform some hands-on exercises to show some uses of O\*NET and tools.

# Changes

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- Global Economy
- Technology
- Changing demographics
- New and emerging occupations
- Some occupations disappearing

## In the Past -- DoT

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- The Dictionary of Occupational Titles
  - Created in 1939
  - Only 4 editions published in 62 years!
  - The DOT was last published 12 years ago!
    - ✓ A revision of the 1977 4th edition
  - Information is dated and does not represent job's in today's economy

**THE DoT IS HISTORY !!!!!!!**



## A Better Tool -- O\*NET

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- A **dynamic** database of information
- Contains **comprehensive** information on job requirements and worker competencies
- Growing and integrated **tool kit** of applications
- More current than the DoT

## Dynamic Updates

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- Completely update the content with worker-provided information **every 5 years!**
- Update approximately 15–25% of the O\*NET content each year!

# O\*NET System - Information

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- **O\*NET Database**
  - Characteristics of occupations across U.S. economy
  - Downloaded free
  - Spanish version now available
- **O\*NET OnLine**
  - Easy access to information in the database
  - Links to national/state information on salaries/employment outlooks
  - Available 24/7
  - Easy to Use

## O\*NET System - Tools

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- Assessments that help workers identify occupations that match
  - **Interests – Abilities – Work Values**
- Code Connector
- Job Description Writer
- Skills Profiler
- Reports and documents
- Training

## Who Uses O\*NET?

- Career Counselors
- Interviewers
- Rehabilitation Counselors
- Veterans' Representatives
- Ticket-to-Work Staff
- Training Providers
- Business Consultants
- HR Professionals
- Employers
- Job Seekers
- Persons in Transition
- Military



**AND YOU !!**

## Benefits to Employers

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- **Expand** the pool of quality candidates for open positions
- **Create** job descriptions quickly and easily
- **Define** employee and job success factors
- **Align** organizational development with workplace needs
- **Refine** recruitment and training goals

## Benefits to Counselors

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- **Recognize** the full range of occupational characteristics and requirements
- **Know** the employment growth and wage outlook
- **Advise** occupational requirements related to coursework and educational plans
- **Identify** Abilities, Interests, Work Values and how these relate to occupations

## Benefits to Workers

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- **Develop** skills-based resumes
- **Outline** professional development plans
- **Explore** occupations that match personal characteristics
- **Search** for occupations that use specific skills
- **View** detailed information about the job requirements
- **Look** at related occupations
- **Find** occupations that correspond to military service specialties

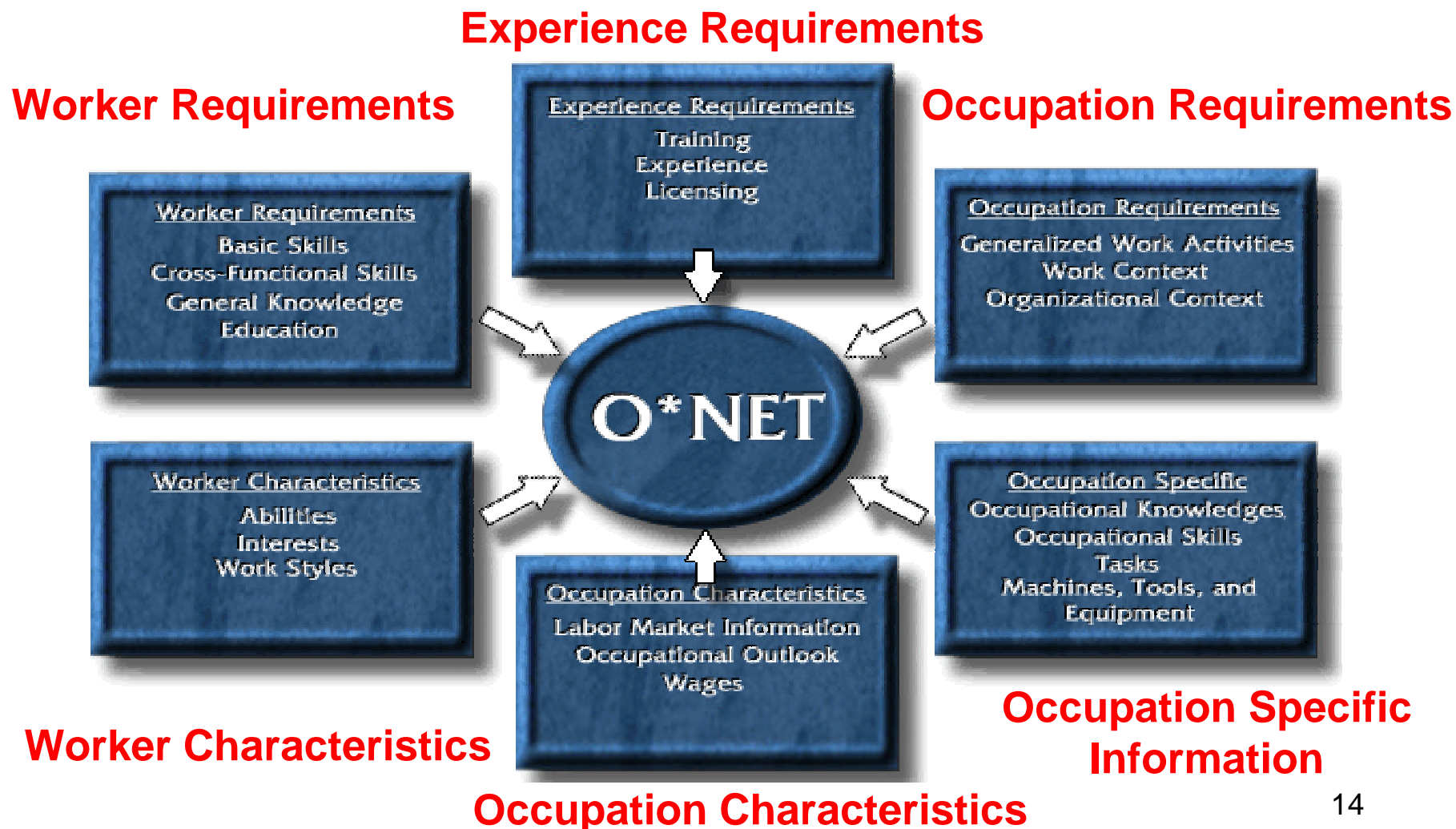


## Benefits to One-Stop Partners

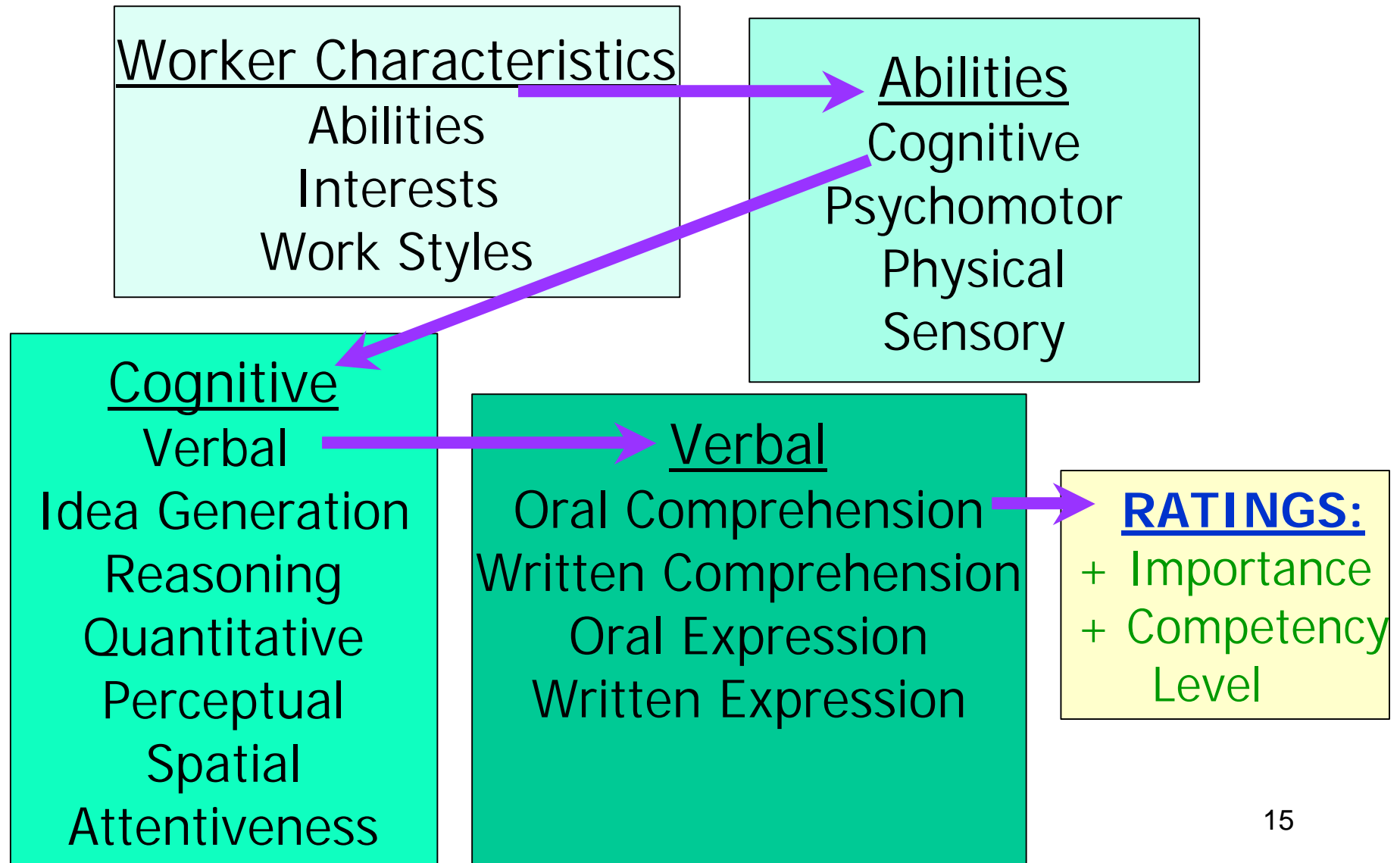
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- **Develop** job orders and resumes
- **Create** skills-match profiles
- **Explore** career options that capitalize on knowledge, skills, and abilities (KSAs)
- **Target** recruitment efforts for improved job matching
- **Improve** partnerships by using a common language for occupational information

# O\*NET Content Model



## Content Model – An Example



# Let's Take a Tour

<http://online.onetcenter.org>



Occupational Information Network  
**O\*NET OnLine**

Related Links | OnLine Help

Find  
Occupations

Skills Search

Crosswalk

## Welcome to O\*NET OnLine!

*Making occupational information interactive and accessible for all...*

[About New Data in OnLine](#)

### Find Occupations

Find occupations using keywords, O\*NET-SOC codes, Job Families, or by viewing a complete list.

### Skills Search

Use a list of your skills to find matching O\*NET-SOC occupations.

### Crosswalk

Use other classification systems (DOT, SOC, MOC, and RAIS) to find matching O\*NET-SOC occupations.

If your search identifies occupations that require skills or abilities that may be difficult to use because of a health problem or disability, please consider [job accommodations](#). Accommodations may involve a change in the work environment, the way a specific job is performed, or the use of special equipment.

For assistance in identifying accommodation options, contact the [Job Accommodation Network \(JAN\)](#), a service of the U.S. DOL Office of Disability Employment Policy, or go directly to [SOAR \(Searchable Online Accommodation Resource\)](#).





Occupational Information Network  
**O\*NET OnLine**

Related Links | OnLine Help

Find  
Occupations

Skills Search

Crosswalk

## Find Occupations

### By Keyword:

(Enter a word, phrase, or title, to search for an O\*NET-SOC occupation.)

Go

[Search tips](#)

### By O\*NET-SOC Code:

 -  . 

Go

### By Job Family or All Occupations:

Go

If your search identifies occupations that require skills or abilities that may be difficult to use because of a health problem or disability, please consider [job accommodations](#). Accommodations may involve a change in the work environment, the way a specific job is performed, or the use of special equipment.

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[Find Occupations](#) | [Skills Search](#) | [Crosswalk](#)



Occupational Information Network  
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Related Links | OnLine Help

Find  
Occupations

Skills Search

Crosswalk

## Find Occupations

### By Keyword:

(Enter a word, phrase, or title, to search for an O\*NET-SOC occupation.)

training and development

[Search tips](#)

### By O\*NET-SOC Code:

-  .

### By Job Family or All Occupations:

Architecture & Engineering

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[Find Occupations](#) | [Skills Search](#) | [Crosswalk](#)



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Address <http://online.onetcenter.org/search> Go

**o·net®** OnLine Occupational Information Network **O\*NET OnLine**

Related Links | OnLine Help | Find Occupations | Skills Search | Crosswalk

## Keyword Search Results for: training AND development AND specialists

(1 match)

The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the keyword you entered.

Relevance Score	O*NET-SOC Code	O*NET-SOC Title	Reports <a href="#">(help)</a>
<a href="#">100</a>	13-1073.00	Training and Development Specialists	<a href="#">Summary</a>   <a href="#">Details</a>   <a href="#">Custom</a>

[Find Occupations](#) | [Skills Search](#) | [Crosswalk](#)  
[Related Links](#) | [Content Model](#) | [Online Help](#)  
[Home](#)

Send comments or inquiries to [O\\*NET Information](#).  
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**o·net<sup>®</sup>** OnLine Occupational Information Network  
**O\*NET OnLine**

Related Links OnLine Help Find Occupations Skills Search Crosswalk

**Summary Report for:**  
**13-1073.00 - Training and Development Specialists**

Updated 2003

Conduct training and development programs for employees.

[Tasks](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#)

### Tasks

- Keep up with developments in area of expertise by reading current journals, books and magazine articles.
- Present information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures.
- Schedule classes based on availability of classrooms, equipment, and instructors.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
- Offer specific training programs to help workers maintain or improve job skills.
- Monitor, evaluate and record training activities and program effectiveness.
- Attend meetings and seminars to obtain information for use in training programs, or to inform management of training program status.
- Coordinate recruitment and placement of training program participants.
- Evaluate training materials prepared by instructors, such as outlines, text, and handouts.
- Develop alternative training methods if expected improvements are not seen.

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## Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

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## Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

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## Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Time Management** — Managing one's own time and the time of others.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Instruction** — Teaching others how to do something.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Service Orientation** — Actively looking for ways to help people.

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## Abilities

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

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## Work Activities

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

**Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

**Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.

**Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

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## Work Context

**Telephone** — How often do you have telephone conversations in this job?

**Electronic Mail** — How often do you use electronic mail in this job?

**Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?

**Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?

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## Job Zone

**Title** Job Zone Four: Considerable Preparation Needed

**Overall Experience** A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

**Job Training** Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

**Job Zone Examples** Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, chefs and head cooks, computer programmers, historians, pharmacists, and police detectives.

**SVP Range** (7.0 to < 8.0)

**Education** Most of these occupations require a four - year bachelor's degree, but some do not.

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## Interests

**Social** — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

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## Work Styles

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Integrity** — Job requires being honest and ethical.

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### Work Values

**Independence** — Occupations that satisfy this work value allow employs to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

**Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

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### Related Occupations

O*NET-SOC Code	O*NET-SOC Title	Reports <a href="#">(help)</a>		
11-3042.00	Training and Development Managers	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
13-1111.00	Management Analysts	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
25-9031.00	Instructional Coordinators	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
39-9032.00	Recreation Workers	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
43-1011.02	First-Line Supervisors, Administrative Support	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>

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### Wages & Employment Link

Missouri Go

AMERICA'S CAREERINFONET  
Informed Career Decisions

**Note: State Specific Information**

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[Most Openings](#)

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[Declining Employment](#)

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[Occupation Report](#)

[Detailed Wages](#)

[Metro Wages](#)

[Detailed Trends](#)

[Industry Trends](#)

[Customized Report](#)

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[Knowledge, Skills & Abilities](#)

[Tasks and Activities](#)

[Education & Training](#)

[Web Resources](#)

[State Information](#)

[State Profile](#)

[Labor Market](#)

[Information](#)

## Occupation Report

**Occupation:** Training and Development Specialists

**State:** [Missouri](#)

**Typical Educational/Training Level:** Bachelor's degree

**Career Video:** View [Career Video](#)

**Outlook:** Read more about the [outlook](#) for this occupation

**Certifications:** Search for [certifications](#) related to this occupation

**Description:** Conduct training and development programs for employees.

### Wages: Training and Development Specialists

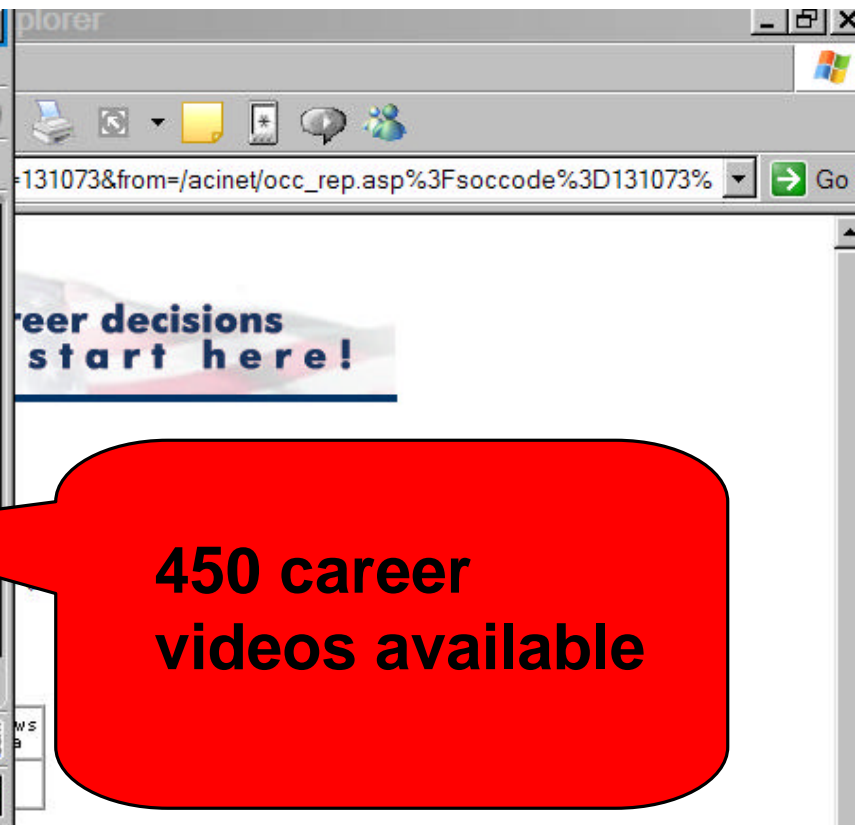
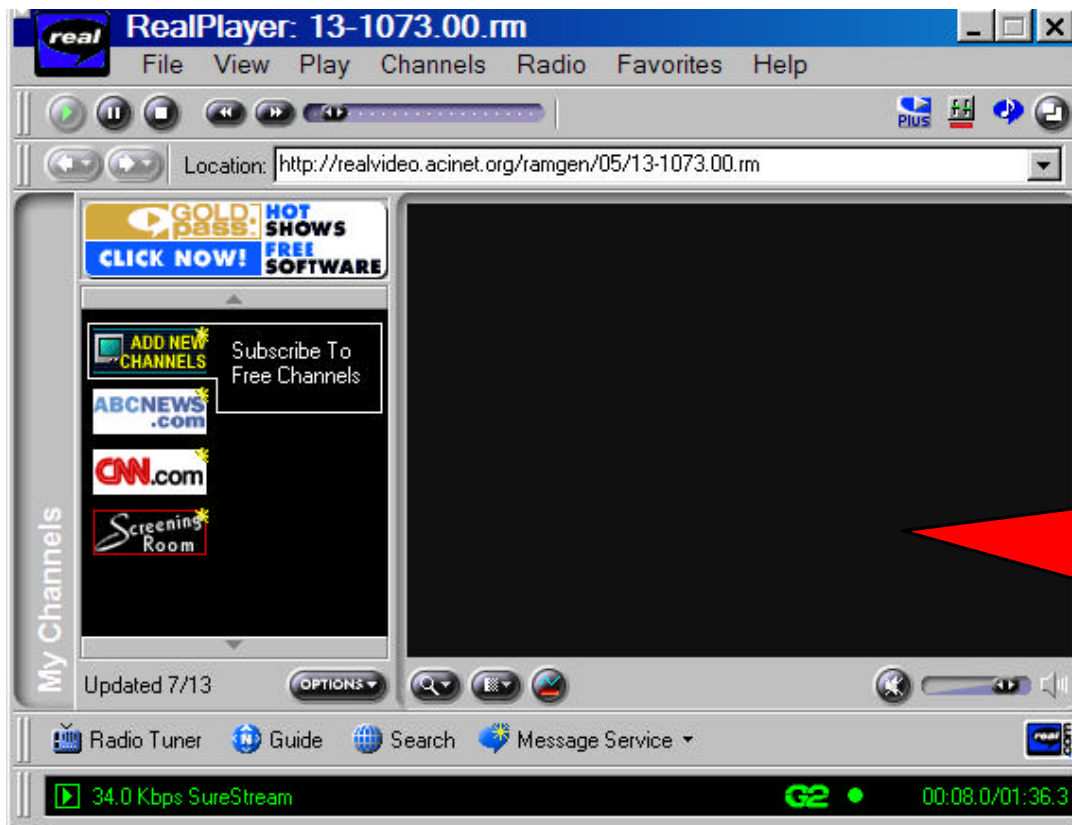
Location	2002									
	10%		25%		Median		75%		90%	
	hourly	annual	hourly	annual	hourly	annual	hourly	annual	hourly	annual
United States	\$11.91	\$24,800	\$15.41	\$32,100	\$20.58	\$42,800	\$27.35	\$56,900	\$34.87	\$72,500
Missouri	\$11.78	\$24,500	\$15.37	\$32,000	\$19.77	\$41,100	\$25.41	\$52,900	\$32.17	\$66,900

[How to interpret wage data:](#) Rank this occupation across all states by [median wage](#).

**Source:** [Bureau of Labor Statistics, Occupational Employment Statistics Survey; Missouri Works! Labor Market Information](#)

**National and State Trends:** Training and development specialists

**For Missouri !!**



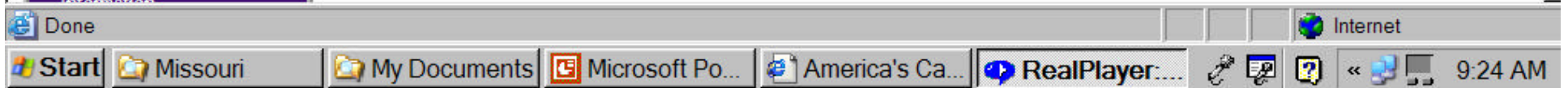
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Related Links OnLine Help Find Occupations Skills Search Crosswalk

**Details Report for:**  **13-1073.00 - Training and Development Specialists** [Updated 2003](#)

Conduct training and development programs for employees.

[Tasks](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education, Training, & Experience](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Work Needs](#) | [Related Occupations](#) | [Wages & Employment](#)

**Tasks** ([save table](#))

Importance	Category	Task
76 	Core	Keep up with developments in area of expertise by reading current journals, books and magazine articles.
71 	Core	Present information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures.
69 	Core	Schedule classes based on availability of classrooms, equipment, and instructors.
67 	Core	Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
67 	Core	Offer specific training programs to help workers maintain or improve job skills.
64 	Core	Monitor, evaluate and record training activities and program effectiveness.
61 	Core	Attend meetings and seminars to obtain information for use in training programs, or to inform management of training program status.
58 	Core	Coordinate recruitment and placement of training program participants.
56 	Core	Evaluate training materials prepared by instructors, such as outlines, text, and handouts.
56 	Core	Develop alternative training methods if expected improvements are not seen.
55 	Core	Assess training needs through surveys, interviews with employees, focus groups, and/or consultation with managers, instructors or customer representatives.

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Knowledge (save table)

Importance	Knowledge
84	<b>Customer and Personal Service</b> — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
74	<b>Personnel and Human Resources</b> — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
74	<b>Education and Training</b> — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
67	<b>Clerical</b> — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
67	<b>English Language</b> — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
62	<b>Administration and Management</b> — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
62	<b>Psychology</b> — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
60	<b>Computers and Electronics</b> — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
59	<b>Public Safety and Security</b> — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
53	<b>Sociology and Anthropology</b> — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
53	<b>Communications and Media</b> — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
51	<b>Law and Government</b> — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
49	<b>Therapy and Counseling</b> — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.



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Find Occupations Skills Search Crosswalk

## Welcome to O\*NET™ OnLine!

Making occupational information interactive and accessible for all...

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The Occupational Information Network (O\*NET) and O\*NET OnLine were developed for the US Department of Labor by the National O\*NET Consortium. For more information about O\*NET and the O\*NET Consortium, please visit the [O\\*NET Consortium Website](#).

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## Skills Search

Select **skills** from one or more of the six skill groups below. Start by selecting as many skills as you have or plan to acquire. (See [Skills Search](#) for more details.)

[Basic Skills](#) | [Social Skills](#) | [Complex Problem Solving Skills](#) | [Technical Skills](#) | [Systems Skills](#) | [Resource Management Skills](#)



Skill	Skill Description
<b>Basic Skills</b>	Developed capacities that facilitate learning or the more rapid acquisition of knowledge
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Writing	Communicating effectively in writing as appropriate for the needs of the audience.
Speaking	Talking to others to convey information effectively.
Mathematics	Using mathematics to solve problems.
Science	Using scientific rules and methods to solve problems.
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
<b>Social Skills</b>	Developed capacities used to work with people to achieve goals
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.

## Skills Search Results for:

Reading Comprehension, Active Listening, Writing, Mathematics, Critical Thinking (149 matches)



Click on [Skills Matched](#) to view how your selected skills compare to all skills for that occupation.

Skills Matched	O*NET-SOC Code	O*NET-SOC Title	Job Zone	Reports <a href="#">(help)</a>		
	43-5071.00	Shipping, Receiving, and Traffic Clerks	<a href="#">1</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	33-9021.00	Private Detectives and Investigators	<a href="#">2</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	13-1031.02	Insurance Adjusters, Examiners, and Investigators	<a href="#">3</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	19-3041.00	Sociologists	<a href="#">3</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	23-2093.02	Title Examiners and Abstractors	<a href="#">3</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	29-2061.00	Licensed Practical and Licensed Vocational Nurses	<a href="#">3</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	41-3031.02	Sales Agents, Financial Services	<a href="#">3</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	11-1011.01	Government Service Executives	<a href="#">4</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	13-1051.00	Cost Estimators	<a href="#">4</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	13-2011.02	Auditors	<a href="#">4</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	13-2041.00	Credit Analysts	<a href="#">4</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>
	13-2061.00	Financial Examiners	<a href="#">4</a>	<a href="#">Summary</a>	<a href="#">Details</a>	<a href="#">Custom</a>





## Welcome to O\*NET™ OnLine!

*Making occupational information interactive and accessible for all...*

[About New Data in OnLine](#)

### ► [Find Occupations](#)

Find occupations using keywords, O\*NET-SOC codes, Job Families, or by viewing a complete list.

### ► [Skills Search](#)

Use a list of your skills to find matching O\*NET-SOC occupations.

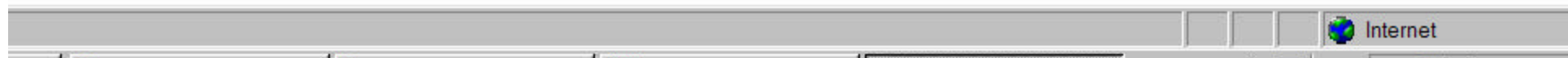
### ► [Crosswalk](#)

Use other classification systems (DOT, SOC, MOC, and RAIS) to find matching O\*NET-SOC occupations.



If your search identifies occupations that require skills or abilities that may be difficult to use because of a health problem or disability, please consider [job accommodations](#). Accommodations may involve a change in the work environment, the way a specific job is performed, or the use of special equipment.

For assistance in identifying accommodation options, contact the [Job Accommodation Network \(JAN\)](#), a service of the U.S. DOL Office of Disability Employment Policy, or go directly to [SOAR \(Searchable Online Accommodation Resource\)](#).



## Crosswalk Search

Enter a code, partial code, or title from one of the following classification systems to find matching O\*NET-SOC occupations.

### Dictionary of Occupational Titles (DOT)

By Code:  .  -

By Title:

### Military Occupational Classification (MOC)

By Code:

By Title:

### Registered Apprenticeship Information System (RAIS)

By Code:

By Title:

### Standard Occupational Classification (SOC)

By Code:  -

By Title:

If your search identifies occupations that require skills or abilities that may be difficult to use because of a health problem or disability, please consider [job accommodations](#). Accommodations may involve a change in the work environment, the way a specific job is performed, or the use of special equipment.

Crosswalk Search Results - Microsoft Internet Explorer

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Address http://online.onetcenter.org/crosswalk\_search Go

**o·net<sup>®</sup>** OnLine Occupational Information Network  
**O\*NET OnLine**

Related Links OnLine Help Find Occupations Skills Search Crosswalk

## MOC Crosswalk Search Results

7Q - TRAINING DEVELOPMENT (Army - Commissioned or Warrant Officer) (1 match)

training AND development Go

O*NET-SOC Code	O*NET-SOC Title	Reports <a href="#">(help)</a>
11-3042.00	Training and Development Managers	<a href="#">Summary</a> <a href="#">Details</a> <a href="#">Custom</a>

[Find Occupations](#) | [Skills Search](#) | [Crosswalk](#)  
[Related Links](#) | [Content Model](#) | [Online Help](#)  
[Home](#)

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[Link to Us](#)

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Occupational Information Network  
**O\*NET OnLine**

Related Links | OnLine Help

Find  
Occupations

Skills Search

Crosswalk

## Crosswalk Search Results for: training

Which DOT were you looking for? (11 matches)

**DoT match**

DOT Code	DOT Title
094.224-022	<a href="#">Employment Training Specialist</a>
094.227-026	<a href="#">Teacher, Vocational Training</a>
097.167-010	<a href="#">Director, Vocational Training</a>
097.221-010	<a href="#">Instructor, Vocational Training</a>
166.167-026	<a href="#">Manager, Education and Training</a>
166.167-054	<a href="#">Technical Training Coordinator</a>
166.221-010	<a href="#">Instructor, Technical Training</a>
166.227-010	<a href="#">Training Representative</a>
169.127-010	<a href="#">Civil Preparedness Training Officer</a>
169.167-062	<a href="#">Coordinator, Skill-Training Program</a>
522.264-010	<a href="#">Training Technician</a>



Occupational Information Network

# O\*NET Code Connector

Designed to help you determine the correct occupational code for your job order.

**Keyword Search**

Enter a word, phrase, or title to search for an O\*NET-SOC occupation:

**SEARCH**

To narrow or broaden the scope of your search, you may wish to experiment with the word, phrase, or title you submit. Our list of alternate occupational or job titles is updated periodically to better reflect the world of work. Search results may vary over time as a result.

[New to O\\*NET Code Connector?](#)

**Occupational Menu**

- [Architecture and Engineering](#)
- [Arts, Design, Entertainment, Sports, and Media](#)
- [Building and Grounds Cleaning and Maintenance](#)
- [Business and Financial Operations](#)
- [Community and Social Services](#)
- [Computer and Mathematical](#)
- [Construction and Extraction](#)
- [Education, Training, and Library](#)
- [Farming, Fishing, and Forestry](#)
- [Food Preparation and Serving Related](#)
- [Healthcare Practitioner and Technical](#)
- [Healthcare Support](#)
- [Installation, Maintenance, and Repair](#)
- [Legal](#)
- [Life, Physical, and Social Science](#)
- [Management](#)
- [Military Specific](#)
- [Office, Clerical and Secretarial](#)
- [Personal Care, Personal Service, and Gaming](#)
- [Production](#)
- [Protective Service](#)
- [Sales and Related](#)
- [Transportation and Material Moving](#)

Keyword,  
Phrase, or  
Title

O\*NET Job  
Family Menu






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Address http://www.onetcodeconnector.org/ Go



# Code Connector

## Occupational Information Network




### Keyword Search

Enter a word, phrase, or title to search for an O\*NET-SOC occupation:

SEARCH

To narrow or broaden the scope of your search, you may wish to experiment with the word, phrase, or title you submit. Our list of alternate occupational or job titles is updated periodically to better reflect the world of work. Search results may vary over time as a result.

[New to O\\*NET Code Connector?](#)



### Occupational Menu

- [Architecture and Engineering](#)
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- [Installation, Maintenance, and Repair](#)
- [Legal](#)
- [Life, Physical, and Social Science](#)
- [Management](#)
- [Military Specific](#)
- [Office and Administrative Support](#)
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- [Production](#)
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Send your e-mail inquiries to [O\\*NET Information \(onet@ncmail.net\)](mailto:onet@ncmail.net)

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This website complies with U.S. Section 508 guidelines.

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+	<a href="#">Farming, Fishing, and Forestry</a>
+	<a href="#">Food Preparation and Serving Related</a>
-	<a href="#">Healthcare Practitioner and Technical</a>
29-1061.00	<a href="#">Anesthesiologists</a>
29-9091.00	<a href="#">Athletic Trainers</a>
29-1121.00	<a href="#">Audiologists</a>
29-2031.00	<a href="#">Cardiovascular Technologists and Technicians</a>
29-1011.00	<a href="#">Chiropractors</a>
29-2021.00	<a href="#">Dental Hygienists</a>
29-1029.99	<a href="#">Dentists, All Other Specialists</a>
29-1021.00	<a href="#">Dentists, General</a>
29-2032.00	<a href="#">Diagnostic Medical Sonographers</a>
29-2051.00	<a href="#">Dietetic Technicians</a>
29-1031.00	<a href="#">Dietitians and Nutritionists</a>
29-2041.00	<a href="#">Emergency Medical Technicians and Paramedics</a>
29-1062.00	<a href="#">Family and General Practitioners</a>
29-1199.99	<a href="#">Health Diagnosing and Treating Practitioners, All Other</a>
29-2099.99	<a href="#">Health Technologists and Technicians, All Other</a>
29-9099.99	<a href="#">Healthcare Practitioners and Technical Workers, All Other</a>
29-1063.00	<a href="#">Internists, General</a>
29-2061.00	<a href="#">Licensed Practical and Licensed Vocational Nurses</a>
29-2071.00	<a href="#">Medical Records and Health Information Technicians</a>
29-2012.00	<a href="#">Medical and Clinical Laboratory Technicians</a>
29-2011.00	<a href="#">Medical and Clinical Laboratory Technologists</a>
29-2033.00	<a href="#">Nuclear Medicine Technologists</a>
29-1064.00	<a href="#">Obstetricians and Gynecologists</a>
29-9011.00	<a href="#">Occupational Health and Safety Specialists</a>
29-9012.00	<a href="#">Occupational Health and Safety Technicians</a>
29-1122.00	<a href="#">Occupational Therapists</a>
29-2081.00	<a href="#">Opticians, Dispensing</a>
29-1041.00	<a href="#">Optometrists</a>
29-1022.00	<a href="#">Oral and Maxillofacial Surgeons</a>
29-1023.00	<a href="#">Orthodontists</a>
29-2091.00	<a href="#">Orthotists and Prosthetists</a>
29-1065.00	<a href="#">Pediatricians, General</a>
29-1051.00	<a href="#">Pharmacists</a>
29-2052.00	<a href="#">Pharmacy Technicians</a>





## Occupational Information Network Code Connector

### Dental Hygienists - 29-2021.00

[coding assistance](#)

#### O\*NET SOC Description

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

#### DOT Titles Included in this O\*NET SOC Code

- Dental Hygienist

#### Occupation Family

<a href="#">29-2011.00</a>	<a href="#">Medical and Clinical Laboratory Technologists</a>
<a href="#">29-2012.00</a>	<a href="#">Medical and Clinical Laboratory Technicians</a>
<b>29-2021.00</b>	<b>Dental Hygienists</b>
<a href="#">29-2031.00</a>	<a href="#">Cardiovascular Technologists and Technicians</a>
<a href="#">29-2032.00</a>	<a href="#">Diagnostic Medical Sonographers</a>
<a href="#">29-2033.00</a>	<a href="#">Nuclear Medicine Technologists</a>
<a href="#">29-2034.00</a>	<a href="#">Radiologic Technologists and Technicians</a>
<a href="#">29-2034.01</a>	<a href="#">Radiologic Technologists</a>
<a href="#">29-2034.02</a>	<a href="#">Radiologic Technicians</a>
<a href="#">29-2041.00</a>	<a href="#">Emergency Medical Technicians and Paramedics</a>
<a href="#">29-2051.00</a>	<a href="#">Dietetic Technicians</a>
<a href="#">29-2052.00</a>	<a href="#">Pharmacy Technicians</a>

#### Tasks

- Administer local anesthetic agents.
- Apply fluorides and other cavity preventing agents to arrest dental decay.
- Chart conditions of decay and disease for diagnosis and treatment by dentist.
- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- Conduct dental health clinics for community groups to augment services of dentist.
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.
- Expose and develop x-ray film.
- Feel and visually examine gums for sores and signs of disease.
- Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.
- Make impressions for study casts.
- Place and remove rubber dams, matrices, and temporary restorations.
- Place, carve, and finish amalgam restorations.
- Provide clinical services and health education to improve and maintain oral health of school children.
- Remove excess cement from coronal surfaces of teeth.
- Remove sutures and dressings.

#### Detailed Work Activities

- administer anesthetics
- administer injections
- administer medications or treatments
- analyze dental data

## Career Assessment Tools

---

- Three high quality instruments
- Use for career exploration and career guidance
- Not for job selection or selection into job training programs.

## O\*NET Career Exploration Tools

---

Tool	Format	Purpose
O*NET Interest Profiler	Paper/Pencil	Work-related Interests
O*NET Computerized Interest Profiler	Standalone or Network	Work-related Interests
O*NET Work Importance Locator	Paper/Pencil	What is Important in a Job (Values)
O*NET Work Importance Profiler	Standalone or Network	What is Important in a Job (Values)
O*NET Ability Profiler	Paper/Pencil	What Individual Can Do Well (Ability)



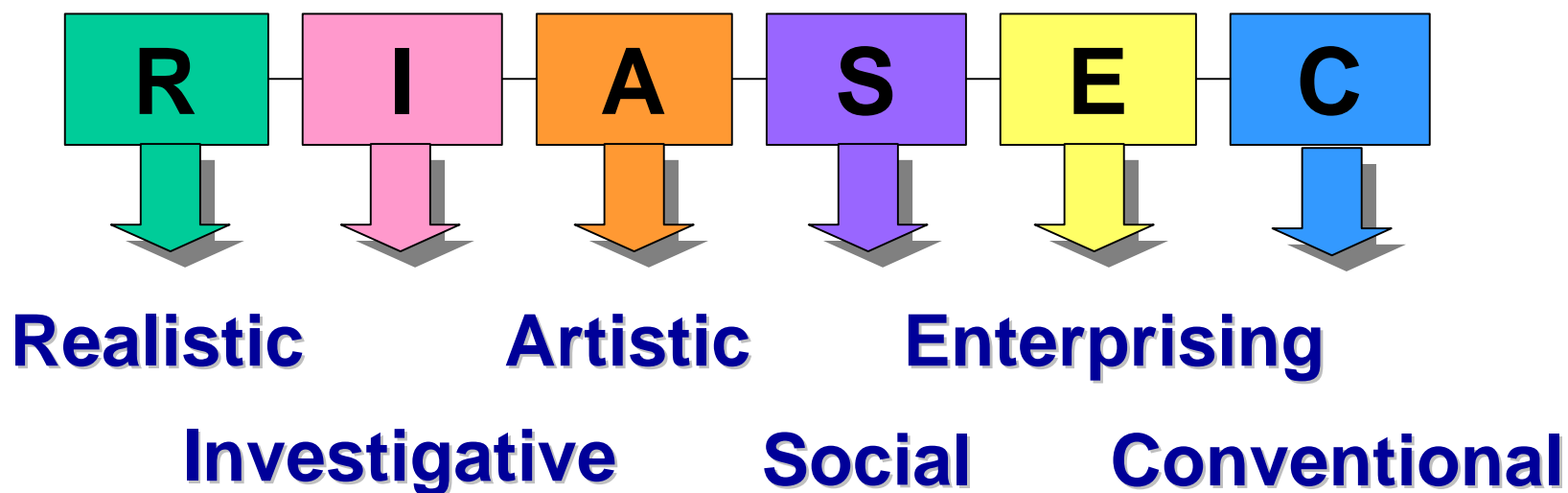
## Interest Profiler

---

What Do You  
Like to Do?

## Work Interest Areas

---



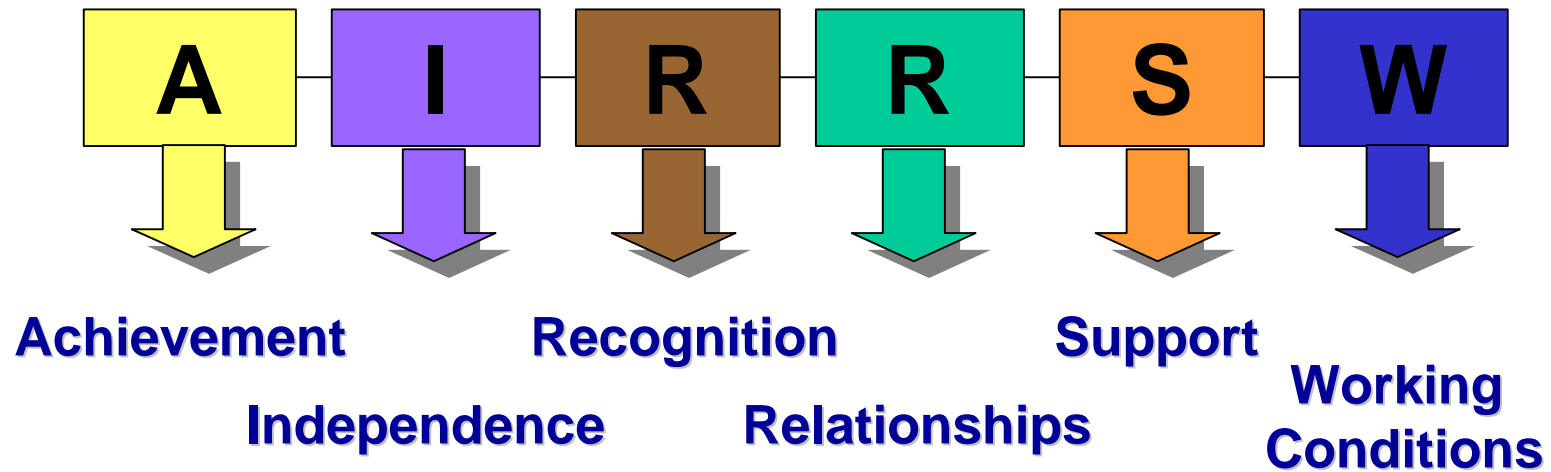
## The Work Importance Profiler

---

# What Do You Value?

## Work Value Areas

---



## The Ability Profiler

---



- What can you do?
- What are your work-related skills?



Power

## Eleven Subtests

Speeded

 Non-Psychomotor	 Psychomotor
Arithmetic Reasoning	Mark Making (paper/pencil)
Vocabulary	Place
Three-Dimensional Space	Turn
Computation	Assemble
Name Comparison	Disassemble
Object Matching	

## Automated Scoring

---

- Individual score report provided
  - Can be downloaded from [www.onetcenter.org](http://www.onetcenter.org)
- Occupations for all 5 jobs zones are provided for the person's profile

## Assessment Links to Occupations

---

- Select occupation to explore – based on **INTEREST, WORK VALUES, OR ABILITIES**
  - From score reports



# Sample of Master List

## REALISTIC (CONTINUED)

**Note: Job Zones**

### REALISTIC — JOB ZONE 1 (continued)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-6061.00	Textile Bleaching and Dyeing Machine Operators and Tenders	53-3033.00	Truck Drivers, Light or Delivery Services
51-9197.00	Tire Builders	51-4121.01	Welders, Production
49-3093.00	Tire Repairers and Changers	51-7042.02	Woodworking Machine Operators and Tenders, Except Sawing
53-3032.01	Truck Drivers, Heavy		

### REALISTIC — JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
53-5011.01	Able Seamen	53-7032.01	Excavating and Loading Machine Operators
45-2091.00	Agricultural Equipment Operators	47-5031.00	Explosives Workers, Ordnance Handling Experts, and Blasters
19-4011.01	Agricultural Technicians	51-4021.00	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic
49-3022.00	Automotive Glass Installers and Repairers	51-9041.01	Extruding, Forming, Pressing, and Compacting Machine Setters and Set-Up Operators
49-3023.02	Automotive Specialty Technicians	51-6092.00	Fabric and Apparel Patternmakers
51-8013.02	Auxiliary Equipment Operators, Power	47-4031.00	Fence Erectors
49-2092.03	Battery Repairers		
49-3091.00	Bicycle Repairers		
51-5011.01	Bindery Machine Setters and Set-Up Operators		





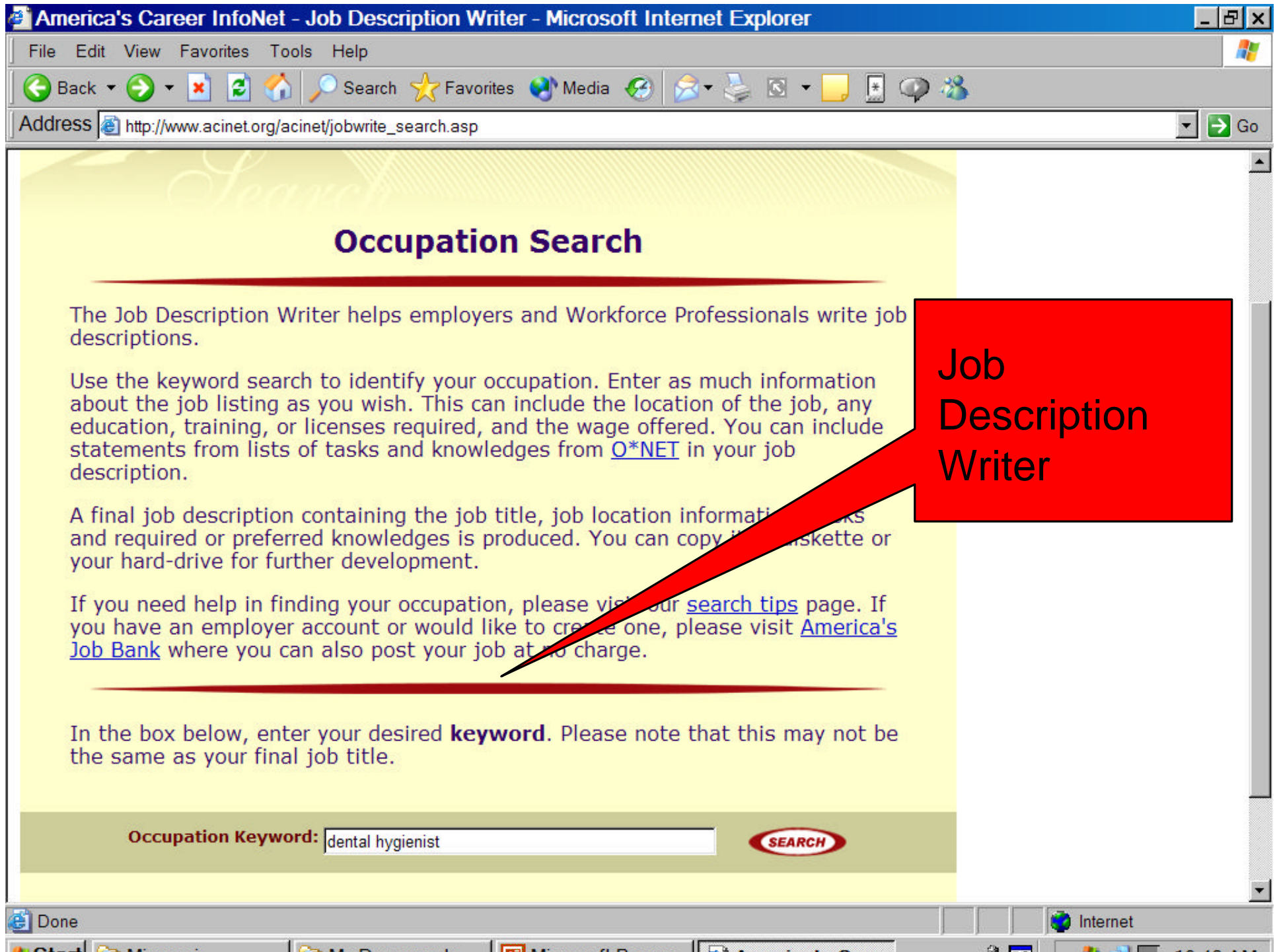
## Job Zone 3 Occupations

### Selected Job Zone 3 Occupations (Medium Preparation Needed)

O*NET-SOC #	O*NET-SOC Title
41-3011.00	Advertising Sales Agents*
27-2012.04	Talent Directors*
33-3021.05	Immigration and Customs Inspectors*
41-4011.05	Sales Representatives, Medical*
17-3026.00	Industrial Engineering Technicians*
41-4011.02	Sales Representatives, Chemical and Pharmaceutical*
21-1092.00	Probation Officers and Correctional Treatment Specialists*
51-6011.02	Precision Dyers*

## Using Occupational Title

- Go to O\*NET ONLINE
  - <http://online.onetcenter.org>



## Select Occupation

Your search for **"dental hygienist"** returned the following occupational title(s). The search results are listed in a ranked order that is calculated on the relevance of the occupational title, description, skills, and tasks associated with the keyword you entered. Click [here](#) for more details. Note that these may differ from the keyword you entered. After determining which description best describes your needs, click on its occupation title. You will be able to enter job-specific information, such as wages offered. You will also obtain lists of the knowledges required and common tasks performed for that occupation.

If you need help finding your occupation of interest, please visit our [search tips](#) page.

Relevance (Percent)	Title	Description
100%	<a href="#">Dental Hygienists</a>	Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

To perform another occupation search, click [BACK](#).

[Career OneStop](#)[America's Career InfoNet](#)[Business Center](#)[Career Tools](#)[Help](#)



Please complete the form below. If a field does not apply to your job description, leave it blank.

<b>Job Title:</b>	<input type="text" value="Dental Hygienists"/>
<b>Position Start Date:</b>	<input type="text" value="12/15/04"/>
<b>Job Location:</b>	City: <input type="text" value="Jefferson City"/> State: <input type="text" value="Missouri"/> Zip Code: <input type="text"/>
<b>Contact Information:</b>	<input type="text" value="person or agency name"/>
<b>Number of Positions Available:</b>	<input type="text" value="2"/>
<b>Number of Hours per Week:</b>	<input type="text" value="37.5"/>
<b>Required Years of Experience:</b>	<input type="text" value="2"/>
<b>Required Education:</b>	<input type="text" value="Unspecified"/>
<b>Required Degree or Formal Training:</b>	<input type="text"/>
<b>Required License, Certificate or Registration:</b>	<input type="text"/>
View the available <a href="#">wage</a> data for your selected state and occupation available on America's Career InfoNet.	
<b>Starting Salary:</b>	\$ <input type="text"/> Per <input type="text" value="Unspecified"/>

America's Career InfoNet - Job Description Writer - Microsoft Internet Explorer

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Address [http://www.acinet.org/acinet/jobwrite\\_reqs.asp](http://www.acinet.org/acinet/jobwrite_reqs.asp)

---

### Occupation Specific Tasks:

The tasks listed below are typical task statements that are commonly required for the occupation you selected. The task statements are from O\*NET. You may select and modify these statements to include in your job description.

Click on the appropriate checkbox to include the task in your job description. Leave the checkbox blank if the task does not apply to your job description.

**Include Task Description**

- ☒ Administer local anesthetic agents.
- ☒ Apply fluorides and other cavity preventing agents to arrest dental decay.
- ☒ Chart conditions of decay and disease for diagnosis and treatment by dentist.
- ☒ Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- ☒ Conduct dental health clinics for community groups to augment services of dentist.
- ☒ Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.
- ☐ Expose and develop x-ray film.
- ☒ Feel and visually examine gums for sores and signs of disease.
- ☒ Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.
- ☒ Make impressions for study casts.
- ☐ Place and remove rubber dams, matrices, and temporary restorations.
- ☐ Place, carve, and finish amalgam restorations.
- ☐ Provide clinical services and health education to improve and maintain oral health of school children.
- ☐ Remove excess cement from occlusal surfaces of teeth.

**Specify tasks**

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Address [http://www.acinet.org/acinet/jobwrite\\_reqs.asp](http://www.acinet.org/acinet/jobwrite_reqs.asp) Go

Remove sutures and dressings.

---

## Knowledge:


The knowledges listed below are the types of knowledge that are commonly required for the occupation you selected. The knowledge statements are from O\*NET. You may select and modify these statements to include in your job description.

Use the dropdown box to include the knowledge in your job description (as either required or preferred). Leave the dropdown box as "N/A" if the knowledge does not apply to your job description.

Statement	Knowledge Description
Required	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
Required	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Preferred	Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
N/A	Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
N/A	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Once you have completed the above information, continue by clicking **SUBMIT**.

Click on **BACK** to perform another occupation search.

Source: Occupational Information Network, 2003 

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Address [http://www.acinet.org/acinet/jobwrite\\_statements.asp](http://www.acinet.org/acinet/jobwrite_statements.asp) Go

## Detailed Work Activities

[Go to Printer-Friendly Version](#)

Select detailed work activities from the list of those associated with **Dental Hygienists**. Click on the appropriate checkbox to include the activity in your job description. Leave the checkbox blank if the activity does not apply to your job description.

**Detailed Work Activities:**

**Include Detailed Work Activity**

- ☒ administer anesthetics
- ☒ administer injections
- ☒ administer medications or treatments
- ☒ analyze dental data
- ☒ analyze medical data
- ☒ apply clinical radiation safety procedures
- ☒ apply clinical sterilizing technique
- ☐ apply darkroom procedures in radiology or medical or dental lab setting
- ☒ apply dental or medical office procedures
- ☐ apply dental or medical x-ray procedures
- ☒ apply dental treatment procedures
- ☐ apply emergency medical procedures
- ☐ apply hazardous materials information

Done Internet

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Address [http://www.acinet.org/acinet/jobwrite\\_items.asp](http://www.acinet.org/acinet/jobwrite_items.asp)

## Final Description

Below is your customized job description. You may copy and paste this information into word processing software to continue to work on your job description.

### Job Description

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

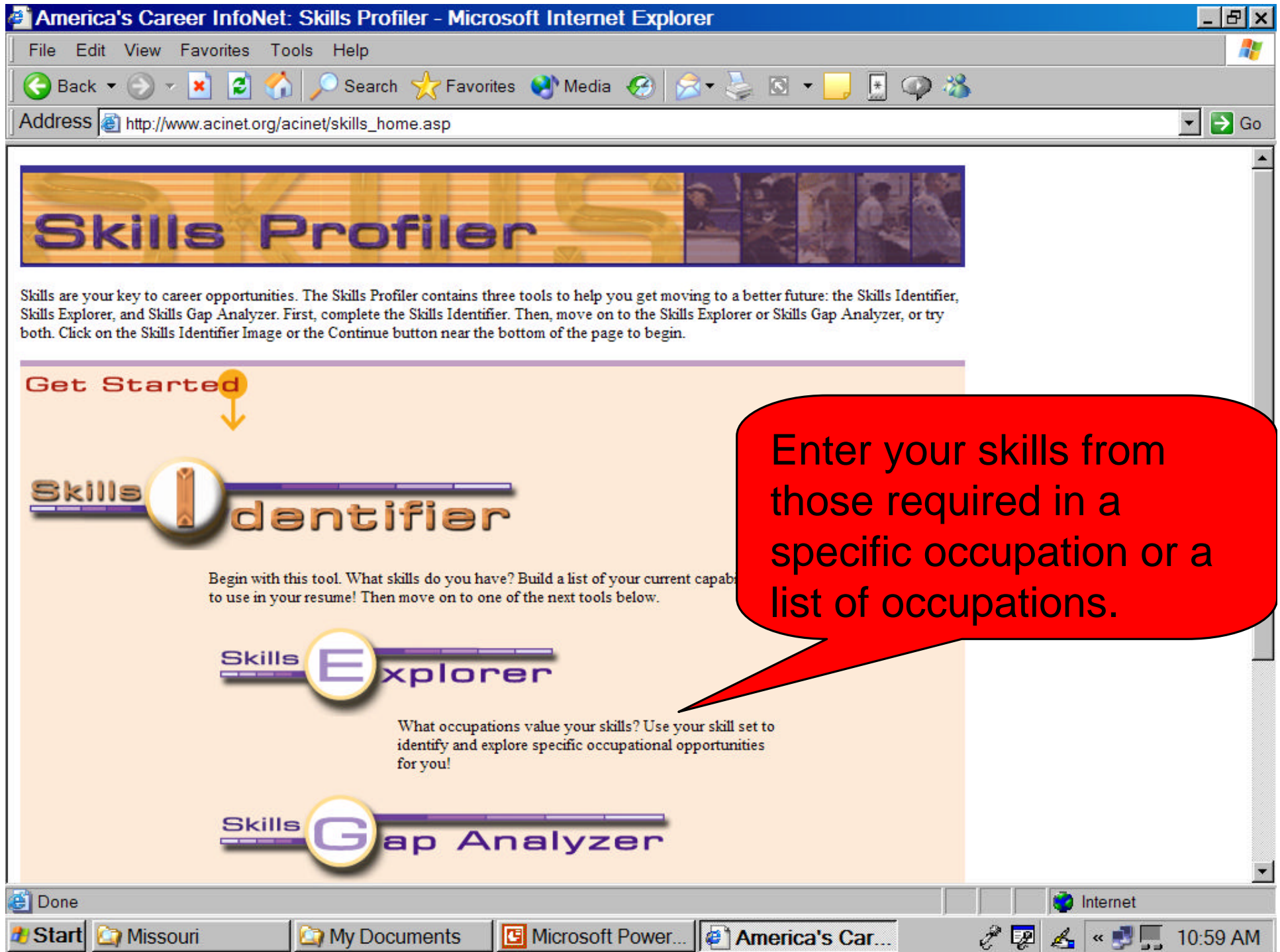
#### Detailed Work Activities:

- administer anesthetics
- administer injections
- administer medications or treatments
- observe patient condition
- analyze dental data
- apply clinical radiation safety procedures
- analyze medical data

Copy and paste the information into your word processing program and refine as needed.

Done Internet

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## Step 1 Select Your Occupation

Select one or more occupations to begin building your list of skills. You can proceed without selecting an occupation.

## Step 2 Select Skills

Select your skills from lists of basic, social, complex problem solving, technical, system, resource management, and desktop computer skills. Skills considered important for occupations you selected in Step 1 will be identified for you.

## Step 3 Customize Your Skill Level

Optional: You may customize each of your selected skills to reflect your own personal level of proficiency.

## Step 4 Select Detailed Work Activities

Choose your Detailed Work Activities from a list determined by your selected occupations. If you choose to not select an occupation, you will skip this step.

## Step 5 Review Your Report

You may bookmark your customized list of skills and detailed work activities for future use. You can continue through the Skills Profiler and visit the Skills Explorer to





America's Career InNet - Skills Profile - Microsoft Internet Explorer

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Address [http://www.acinet.org/acinet/skills\\_gapreport.asp](http://www.acinet.org/acinet/skills_gapreport.asp) Go

## > Skills Gap Analyzer

### >> [Modify Your Skills Profile](#)

Here are the results of your customized skill list compared to **Instructional Coordinators**. The first column (Match) lists the important skills you selected from your skill list that are used by **Instructional Coordinators**. The second column (May Need Training) lists your selected skills used by **Instructional Coordinators** but you may need additional training. The third column (Did Not Select) lists skills important to **Instructional Coordinators** that you did not select in your skills list.

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## Instructional Coordinators

**Description:** Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses.

**Typical Educational/Training Level:** Master's degree

[Go to Printer-Friendly Version](#)

Match	May Need Training	Did Not Select
<ul style="list-style-type: none"> <li>• <b>Active Learning</b> - Understanding the implications of new information for both current and future problem-solving and decision-making.</li> <li>• <b>Complex Problem Solving</b> - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</li> <li>• <b>Coordination</b> - Adjusting actions in relation to others' actions.</li> <li>• <b>Critical Thinking</b> - Using logic and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Speaking</b> - Talking to others to convey information effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Active Listening</b> - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li> <li>• <b>Operations Analysis</b> - Analyzing needs and product requirements to create a design.</li> <li>• <b>Social Perceptiveness</b> - Being aware of others' reactions and understanding why they react as they do.</li> </ul>

Start Missouri My Documents Microsoft Power... America's Car... 11:14 AM





# Current O\*NET On-Line Support



6 Different  
Communities w/  
+ O\*NET Features  
+ O\*Net Benefits  
+ O\*Net Tools  
... including O\*NET

**E-forums**

The screenshot shows the O\*NET KNOWLEDGE SITE homepage. At the top is the O\*NET logo and the text 'Occupational Information Network'. Below this is a navigation bar with links: O\*NET Home, O\*NET Document Library, O\*NET FAQs, O\*NET News, O\*NET Events, O\*NET Resources, and Contact Us. The main content area is divided into several sections. On the left, under the heading 'EMPLOYERS', there is a paragraph about how O\*NET can help businesses compete by attracting job candidates, training employees, and developing job descriptions. To the right of this is a photo of a man at a desk. Further right is an 'OnLine Poll' section with radio buttons for 'HR Manager', 'Training Manager', 'Org. Dev. Specialist', and 'Small Business Owner', and a 'Vote/Results' button. Below these is a 'FEATURES & BENEFITS' section with six tiles. Each tile has a photo, a title, and a brief description. The tiles are: 'Employers Forum' (photo of people at a computer), 'Skills Profiler' (photo of a person working), 'Tools-for-IT Pros' (photo of a woman at a computer), 'Job Description Writer' (photo of a man at a computer), 'WIB Connection' (photo of the Golden Gate Bridge), and 'O\*NET Academy online learning!' (photo of a group of people).

**O\*NET KNOWLEDGE SITE**

[O\\*NET Home](#) | [O\\*NET Document Library](#) | [O\\*NET FAQs](#) | [O\\*NET News](#) | [O\\*NET Events](#) | [O\\*NET Resources](#) | [Contact Us](#)

**EMPLOYERS**

O\*NET can help businesses compete! Whether it's attracting a wider pool of job candidates, training new employees, retaining incumbent workers, developing more effective job descriptions or performance management systems, or getting the latest available occupational information, O\*NET can help businesses keep up with the rapidly changing world of work!

**OnLine Poll**

I'm visiting the site as a(n):

- ☐ HR Manager
- ☐ Training Manager
- ☐ Org. Dev. Specialist
- ☐ Small Business Owner

[Vote/Results](#)

**FEATURES & BENEFITS**

**Employers Forum**

Curious about the value of O\*NET and how it can help your organization? Ask other employers who use O\*NET!

**Skills Profiler**

Compare worker skills against occupational requirements. Identify gaps to help determine training needs.

**Tools-for-IT Pros**

Downloadable O\*NET database files and support documents to assist application and product developers!

**Job Description Writer**

Craft better, more comprehensive job descriptions for your company by using the O\*NET Job Description Writer!

**WIB Connection**

Learn how local WIBs guide workforce development initiatives and how this affects your organization.

**O\*NET Academy online learning!**

Try these self-paced courses, tutorials, and LIVE webinars to learn more about O\*NET!

[Click here to sign up for O\\*NET e-newsblasts!](#)

# Current O\*NET On-Line Trainings



## O\*NET Trainings

- + Guided Tour
- + On-line Courses
- + "How Do I" Tutorials
- + Live Training Sessions  
(Webinars)

A screenshot of the O\*NET Academy website. The header features the "o\*net ACADEMY" logo and a navigation bar with links: Home, Guided Tour, Access Courses, Tutorials, Webinars, and Contact Us. Below the header, a welcome message reads: "WELCOME TO O\*NET ACADEMY! To keep pace with the rapidly changing work environment and to keep your knowledge of O\*NET fresh, you need high quality training that is relevant, timely and online! From self-paced courses and tutorials, to live webinars, O\*NET Academy provides you with high caliber online learning 24 hours a day. School is never closed!" A red link says "Click here for information about the O\*NET Ability Profiler Tool!". Below this is a "QUICK ACCESS" section with four items: "Guided Tour of O\*NET Online 4.0 (Featuring O\*BOT)" with a globe icon, "Online Courses" with a man at a computer icon, "'How Do I...' Tutorials" with a group of people icon, and "Live Training Sessions" with a woman at a laptop icon. On the right side, there are three vertical boxes: "PREPARE YOUR PC" with a computer icon, "BECOME A CONTENT PARTNER" with a handshake icon, and "O\*NET KNOWLEDGE SITE" with a lightbulb icon. The footer contains the same navigation links and the text "powered by Maher & Maher".





## Occupational Information Network Resource Center

[National O\\*NET Consortium](#)[O\\*NET OnLine](#)[O\\*NET Code Connector](#)[Training and Awareness](#)[Data Collection Program](#)[US Department of Labor - ETA](#)

### [What's New](#)

[About O\\*NET](#)[About Consortium](#)[Frequently Asked Questions](#)[Contact Us](#)[O\\*NET Updates](#)

### [Products](#)

[Career Exploration Tools](#)[Testing & Assessment Guides](#)[Research & Technical Reports](#)[Occupational Listings](#)[O\\*NET OnLine](#)[O\\*NET Questionnaires](#)

### [Developer's Corner](#)

[Production Database](#)[Development Database](#)[Spanish Version Database](#)[Supplemental Files](#)[Career Exploration Tools — Developers](#)[Link to Us](#)[Graphics](#)

### [Training](#)

[Training Calendar](#)[Training Programs](#)[O\\*NET Academy](#)

### [Using O\\*NET](#)

[O\\*NET in Action](#)

The Occupational Information Network - O\*NET™ database takes the place of the Dictionary of Occupational Titles (DOT) as the nation's primary source of occupational information. The O\*NET database and related products will help millions of employers, workers, educators, and students make informed decisions about education, training, career choices, and work. The O\*NET Project is administered and sponsored by the US Department of Labor's Employment and Training Administration.

### [National O\\*NET Consortium](#)

<http://www.onetcenter.org/whatsnew.html>

Developer of O\*NET and its related products

### [O\\*NET OnLine](#)

<http://online.onetcenter.org/>

A Web application for job seekers, employment professionals, and others interested in exploring occupations through O\*NET

### [O\\*NET Code Connector](#)

<http://www.onetcodeconnector.org/>

A Web application to assist workforce professionals in matching job titles to O\*NET-SOC codes

### [O\\*NET Training and Awareness](#)

<http://www.onetknowledgesite.com/>

Information about O\*NET training, information sharing, and community building

### [O\\*NET Data Collection Program](#)

<http://onet.rti.org/>

Continuing data collection program to populate and update the O\*NET database

### [O\\*NET Sponsor - U.S. Department of Labor](#)

<http://www.doleta.gov/programs/onet/>

National leadership for O\*NET development and implementation



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Missouri

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O\*NET - Occu...



Internet



12:02 PM



# More O\*NET Information from



**U.S. Department of Labor**  
Employment & Training Administration



Directing business, adults, youth, dislocated workers, and workforce professional to training and employment services.

**www.doleta.gov**

Search:

GO

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[Job Seekers](#)

[Research](#)

[Workforce Community](#)

[Youth](#)

[Find it! in DOL](#)

[Home](#) > [programs](#) > [onet](#) > Onet - beyond information intelligence

[Home](#) > [programs](#) > [onet](#) > Onet - beyond information intelligence

## Related Documents

- [O\\*NET - beyond information - intelligence](#)
- [O\\*NET- beyond information - intelligence](#)
- [O\\*NET- beyond information - intelligence](#)

## Related Links

- [Job Opportunities in the Armed Forces \(O\\*NET 55-1011.00, 55-1012\)](#)

## O\*NET - beyond information - intelligence.

O\*NET is a proud member of America's Workforce Network. See [O\\*NET at a glance](#) for Project information and links to other O\*NET resources...

### What's NEW with O\*NET?

Two **new** O\*NET Career Exploration and Assessment Tools, the **O\*NET Interest Profiler** and the **O\*NET Work Importance Locator**, are available from the [Government Printing Office...](#)

Check out **new** stories on Iowa, Nebraska, and the Boys & Girls Clubs of America in [O\\*NET in Action](#), our on-line feature describing how people are putting O\*NET into Action in their State and local workforce programs...

[\\*NET Gains](#) is another **new** O\*NET in Action feature with brief

[Find it! in Job Seekers](#)

[Career Tools and Services](#)

[Foreign Workers](#)

[Information and Assistance](#)

[Laid Off?](#)

[Other Job Opportunities](#)

[Rights and Responsibilities](#)





Job Seekers

Businesses

Local Employment Dynamics

Unemployment Insurance

249,254  
Published Job  
Seekers

124,834  
Registered  
Business  
Locations

13,341  
Openings  
Currently  
Available



[Great Hires  
Tutorial](#)

## Welcome to Greathires.org!

**Great Hires**, *Missouri's Workforce Resource*, is the official Workforce Resource website for the State of Missouri. Find these resources at Greathires.org:

### Job Seekers:

- Access to thousands of Missouri jobs, with job matches based on skills as well as job titles; Job Market Search feature to find openings by title, skill set, field of study, or zip code; Personal Homepage to store searches, position descriptions, and communication with businesses; On-line Unemployment Insurance claim reporting (available in Missouri Career Centers)

### Businesses:

- No-cost access to Missouri's largest hiring pool and broadest variety of skill sets; Streamlined 5-Step Job Posting process, with increased control over your ability to ensure qualified matches; Ranking of candidates for more precise match to business needs; Individual Home Page with consolidated list of all job postings, searches, and communication

All Greathires.org customers can receive personal assistance from staff at Missouri Career Centers. Find your local Missouri Career Center through the **Contact Greathires.org** link or call **1-888-728-JOBS**.

User Name:

Password:

(«) Information is case sensitive

Log In

[Forgot Your User Name?](#)

[Forgot Your Password?](#)

New users  
register here!

Register

**Missouri Works!**  
Users Click the  
Logo on the right.



Your **Missouri Works!** Registration and your complete profile have been transferred to Great Hires. You do **NOT** have to register again. Please use your jobseeker PIN or business password as your password in the login box.

Apply here for  
State employment  
opportunities.





## Important Links

These are  
bookmarked  
on your  
machine!!

**Job Description Writer**

[http://www.acinet.org/acinet/jobwrite\\_search.asp](http://www.acinet.org/acinet/jobwrite_search.asp)

**ONET Online**

<http://online.onetcenter.org>

**Skills Profiler**

[http://www.acinet.org/acinet/skills\\_about.asp](http://www.acinet.org/acinet/skills_about.asp)

**Career Exploration One Stop**

<http://www.acinet.org/acinet/explore.asp>

**O\*NET Code Connector**

<http://www.onetcodeconnector.org>

**O\*NET Academy**

<http://www.onetacademy.com>

**O\*NET Resource Center**

<http://www.onetcenter.org>

## Three Activities for You

- Writing a Job Order
- Creating a Job Description
- Skill Search Exercise